

Fast and Efficient

With the **June 30** College Bound deadline fast approaching for this year's 8th grade students, you want to know what works, which strategies will yield the highest number of students.

The “experts” — K-12 staff like you — report that these methods are tried and true and the best ones to use this late in the year.

Know Who is Eligible

1. Access the list of eligible students by completing [OSPI's Disclosure of Free and Reduced Price Information Agreement form](#).
2. Follow the link www.hecb.wa.gov/sites/default/files/CBSampleLtrNextStepsSr..pdf for instructions to access to HECB's secure portal for a list of students who have already applied. Compare the two lists and target the remaining eligible students.

Sign Up Students

1. Gather students in small groups.
 - a. Complete the online application fortress.wa.gov/hecb/portal/default.aspx/Common/CBSApplication/default.aspx and print the signature page; *or*
 - b. Pre-populate the Word version of the application with student's name, address, grade, etc. [Click here to link to tutorial](#).
2. Next, send the form (signature page or application) home with a letter summarizing the Scholarship. Ask parents/guardians to return completed form to the school – see www.hecb.wa.gov/sites/default/files/CBSampleLtrEligFamilies.pdf
3. Finally, call families www.hecb.wa.gov/sites/default/files/PhoneScriptDeadlineReminder.pdf reminding them to return completed forms to the school.

Who Can Help

The College Success Foundation (CSF) has a counselor in each ESD to assist districts and schools with their sign-up efforts. Click here for the name and contact information of your CSF College Bound counselor www.hecb.wa.gov/ProgramAdministration/FinancialAid/CollegeBound/Build/Partners

Complete Application

Remember that a complete application must have the income eligibility section completed and the student and parent/guardian signatures.